



Topic:  
1.1

# *References*



# Standard Subject Identification Code (SSIC)

- 4-5 digit number, represents subject of a document
- Purpose
  - File and retrieve correspondence quickly



# Fourteen major subject groups

- **1000 Military Personnel**
- **2000 Telecommunications**
- **3000 Operations & Readiness**
- **4000 Logistics**
- **5000 General Administration & Management**
- **6000 Medicine & Dentistry**
- **7000 Financial Management**
- **8000 Ordnance Material**
- **9000 Ships Design & Material**
- **10000 General Material**
- **11000 Facilities & Activities**
- **12000 Civilian Personnel**
- **13000 Aeronautical & Astronautical Material**
- **16000 Coast Guard Missions**



# Directives

- Purpose
  - Prescribe or establish policy, organization, procedures and directs appropriate action



# Instructions

- Contain information or authority that has a ***continuing long term reference value until cancelled or superseded.***
- BUPERSINST 1430.16



# Notices

- Directives of a one-time or brief nature
- Self-cancelling provision, usually less than 6 months, but no more than one year
- Has the same effect and force as an instruction

OPNAVNOTE 1500



# Key REFERENCES for Naval Reserve Career Counselors

- Navy Military Personnel Manual NAVPERS 15560
- Career Counselor Handbook NAVPERS 15878 (Series)
- **COMNAVRESFORINST 1001.5 (Series)  
Administrative Procedures for the Selected Reserve and participating members of the IRR**



# Key REFERENCES for Naval Reserve Career Counselors

- BUPERINST 1001.39 (Series)  
Administrative Procedures for Naval Reservists of Inactive duty
- COMNAVREFORINST 1780.1 (Series)  
Reserve Montgomery GI Bill
- BUPERINST 1780.1 (Series) Federally  
Legislative Education Programs





# Key REFERENCES for Naval Reserve Career Counselors

BUPERSINST 1430.16 (Series)  
Advancement Manual

- BUPERSINST 1610.10 (Series) Navy Performance Evaluation and Counseling System
- BUPERSINST 1750.11 - Survivor Benefit Program



# REFERENCES

## REVIEW AND SUMMARY